



HEADQUARTERS OREGON WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
28735 Grumman Drive  
Eugene, Oregon 97402-9542



13 August 2020

MEMORANDUM FOR RECORD

FROM: ORWG/IG

SUBJECT: ORWG 2021 Annual IG Program Overview

1. This memo is required per CAPR 20-1, paragraph 7.3. (dated 7 OCT 19). It is intended to be a starting document for planning and conducting IG responsibilities within Oregon Wing for the upcoming calendar year.
2. Please see Attachment 1, Program Overview Contents, for details about what is included in this report.
3. Questions should be directed to [edward.bos@orwgcap.org](mailto:edward.bos@orwgcap.org).

FOR THE COMMANDER

A handwritten signature in black ink, appearing to read "E. A. Bos".

EDWARD A. BOS, Lt Col, CAP  
Inspector General

cc: ORWG/CC  
PCR/IG  
ORWG/IGA

# Oregon Wing 2021 Inspector General Program Overview

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# **Oregon Wing 2021 Inspector General Program Overview**

## **Attachment 2: IG Program Goals, Objectives, & Progress**

### **2.1. Review of 2020 Program Goals**

2.1.1. Conduct all subordinate unit inspections (SUI) during 2020 within the Oregon Wing on-time, without exceeding the 27-months-from-the-previous-inspection deadline.

2.1.1.1. **Progress:** Goal met up to the date of this review.

2.1.2. Engage with every unit commander within Oregon Wing to ask them to share information about the IG Corps and invite participants to join the ranks of SUI team members.

2.1.2.1. **Progress:** Email sent, and invitation to hear about the program during the conference. Likely the only progress that will be completed, but the IG considers this successful.

2.1.3. Acknowledge any/all complaints received during 2020 within 48 hours.

2.1.3.1. **Progress:** N/A for the year 2020.

2.1.4. Qualify 2 additional SUI team members during 2020.

2.1.4.1. **Progress:** Not met up to the date of this review. This will be re-visited at the 2020 ORWG Conference.

2.1.5. Send 1 Oregon Wing member to attend the 2020 IG College.

2.1.5.1. **Progress:** The 2020 IG College was cancelled.

### **2.2. 2021 Program Goals**

2.2.1. Conduct all subordinate unit inspections (SUI) during 2021 within the Oregon Wing on-time, without exceeding the 27-months-from-the-previous-inspection deadline.

2.2.2. Acknowledge any/all complaints received during 2021 within 48 hours.

2.2.3. Ask every Senior Member promoted to Captain and/or Master Sergeant during 2021 to consider joining the SUI team members.

### **2.3. Program Objectives**

2.3.1. Conduct all IG program management activities in accordance with CAPR 20-series.

2.3.2. Address complaints arising, especially those indicating fraud, waste, and abuse.

## **Oregon Wing 2021 Inspector General Program Overview**

2.3.3. Serve as a team of trained and motivated advisors for commanders at all levels within the Oregon Wing.

### **Attachment 3: Program Review and Reporting**

3.1. Frequency of Program Reviews: The ORWG IG Team reviews program administration semi-annually.

3.2. Reporting to Wing CC and Staff (Status, Trends, Actions)

3.2.1. Monthly status updates to the Oregon Wing Commander and Executive Staff

3.2.2. SUI Trends are tracked, and available when requested

3.3. Reporting to Region IG

3.3.1. Second-Wednesdays Each Month: Pacific Region IG Corps Conference Call

3.3.2. 15 November: Annual IG Program Overview

3.3.3. As-Needed: Calls/emails to collaborate

## **Oregon Wing 2021 Inspector General Program Overview**

### **Attachment 4: RECRUITMENT AND SELECTION OF IGAs**

#### **4.1. Coordination with the Wing CC before Assignment**

4.1.1. The ORWG/IG and ORWG/CC communicate closely before an IGA position is offered.

4.1.2. The ORWG/CC is also consulted on appointment of SUI team members (though outside the scope of the above question)

#### **4.2. Scope of IGA Duties: Wing/Group**

4.2.1. IGA duties are the same and shared with the Oregon Wing IG. There is no (and no need for) a separate job description.

4.2.2. The current Oregon Wing IGAs communicate closely with the IG to ensure no duplication of effort.

#### **4.3. Coordination with Region IG for IG Senior Course Scheduling**

4.3.1. The Oregon Wing and Pacific Region co-hosted an IG Senior Course in 2019.

4.3.2. There is no foreseeable need or justification for an IG Senior Course in Oregon in 2021.

4.3.3. The ORWG/IG will consider requesting to host an IG Senior Course in 2022.

## **Oregon Wing 2021 Inspector General Program Overview**

### **Attachment 5: COMPLAINT RESOLUTION PROGRAM**

#### **5.1. Frequency of ECIM Case Reviews**

5.1.1. The ORWG/IG does not have access to greater than 2 ECIM Case Files at this time.

5.1.2. Case Reviews are coordinated with the PCR/IG.

#### **5.2. Coordination with Wing CC: Selection of IOs for Investigation Cases**

5.2.1. The ORWG/IG has experienced (former) IGs, law enforcement personnel, and experienced corporate investigators available to conduct investigations.

5.2.2. The ORWG/IG will consult closely with the ORWG/CC to select investigating officers (IOs) that would be the best fit for the case at hand.

## **Oregon Wing 2021 Inspector General Program Overview**

### **Attachment 6: INSPECTIONS**

#### **6.1. Budgeting Input to Wing Operations for Air/Ground Missions Supporting Scheduled SUIs**

6.1.1. A budget was input, requesting \$600 for FY2021.

6.1.2. A copy of this budget has been included on the following page.

#### **6.2. Frequency of SUI Process & Schedule Reviews**

6.2.1. The ORWG/IG team has a policy of scheduling SUIs during the 24th month after the unit's most recent SUI.

6.2.2. The unit will be given the option to accept the date suggested by the SUI Team Leader, or make their own recommendation.

6.2.3. In rare circumstances, the unit will be allowed to reschedule beyond the 24th month, but not later than the 27th month.

#### **6.3. Additional Training (beyond LMS) Specified for Team Chiefs/IAs**

6.3.1. There are no formal training requirements for Team Chiefs/IAs beyond LMS.

6.3.2. Instead, the ORWG/IG conducts mentoring and on-the-job coaching to ensure they are equipped to fulfill their SUI team responsibilities.

#### **6.4. SUI Teams: Selection, Coordination, Travel Options, Uniforms**

6.4.1. Concurrent with the unit's 60-Day Notification, the stable of SUI team members are solicited for availability to join the team on the proposed date.

6.4.2. The ORWG/IG or an IGA are the first-choice for the team leader role, unless there is an experienced team-member that is interested in completing the on-the-job training for team leader.

6.4.3. SUI Teams are encouraged to carpool or otherwise travel with the team to the unit.

6.4.4. Oregon Wing SUI Team members are encouraged to wear the Polo-shirt combination uniform as their primary uniform during SUIs. The secondary option would be the minimum required uniform (e.g., either the Class-B uniform combination or corporate aviator-shirt combination, with only required accoutrements). Finally, any other properly worn CAP uniform, at the discretion of the SUI Team Leader.

## Oregon Wing 2021 Inspector General Program Overview

### 2021 Training & Flying Plan for Oregon Wing

- ✓ Commander's Intent Submitted
- ✓ Requirements Submitted
- ✓ Goals, Objectives & Tasks Submitted
- ✓ SUI
- ✓ Proficiency Flights
- ✓ Orientation Flights
- ✓ AFROTC Orientation Flights
- ✓ AFJROTC Orientation Flights
- ✓ Flight Evaluations
- ✓ Training Budget Submitted

**i** Subordinate Unit Inspections (SUIs) are managed from a separate budget than other missions. Funding is managed by the Civil Air Patrol National Inspector General with support from the NHQ Director of Operations and the National Operations Center to support anticipated needs. In order to manage funding needs, please identify the number of SUIs and funding that you anticipate conducting in each month throughout the next FY. Your most recent history and NHQ's tentative projections of your needs have been provided. Please update or accept as necessary to account for your local needs and scheduled events. NHQ suggests each Wing IG review their wing calendars and work to schedule SUIs in order to be compliant with CAPRs, but also taking into account key wing events, holidays and such. Funding for SUIs will not be requested in the training budget tab later in your plan.

**Budget Target Range: \$500 to \$700**  
**Total Cost Submitted: \$600**

Month	No of SUIs	Budget
Oct	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>
Nov	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>
Dec	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>
Jan	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>
Feb	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>
Mar	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>
Apr	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>
May	<input type="text" value="2"/>	\$ <input type="text" value="300.00"/>
Jun	<input type="text" value="1"/>	\$ <input type="text" value="150.00"/>
Jul	<input type="text" value="1"/>	\$ <input type="text" value="150.00"/>
Aug	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>
Sep	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>
<b>Total</b>	<b>4</b>	<b>\$600.00</b>



## **Oregon Wing 2021 Inspector General Program Overview**

### **Attachment 7: EDUCATION & TRAINING**

#### **7.1. IGAs**

7.1.1. No additional training required in ORWG

7.1.2. An IG training report is included on the following page.

7.1.3. The CAP/IGT team will introduce SUI Team Leader training in FY 2021. There should be no obstacles to completing this training for a sufficient number of ORWG SUI Team Leaders.

#### **7.2. Wing Members**

7.2.1. The ORWG/IG provides training and education at the Oregon Wing Conference.

7.2.2. The ORWG/IG also engages with unit commanders to share information in their units regarding the IG program.

7.2.3. The ORWG/IG has been involved with Professional Development workshops, based largely on the experiences and knowledge gained from travelling between other units. There is an interest in continuing these workshops at this time.

#### **7.3. IG Specialty Track Progression**

7.3.1. This is monitored in conjunction with the PCR/IG.

7.3.2. Records for the IG personnel and their specialty track progression are maintained in the ORWG/IG SharePoint.

## Oregon Wing 2021 Inspector General Program Overview

Attachment 8: eServices IG Course Completion Training report dated 13 August 2020

Unit	CAPID	Full Name	IG Refresher	IG Basic	Intro to Insp	IA Qual	IO Cert	IG Senior	IG College	T.C. Cert
OR-000	585967	Adam R K Abplanalp	6/17/18	None	6/17/18	7/26/17	4/1/17	None	None	None
OR-001	407915	John L Barringer (IGA)	10/18/19	6/20/13	6/17/18	9/23/17	6/20/13	8/15/13	6/6/14	None
OR-001	341172	Edward A Bos (IG)	12/2/19	8/19/14	10/30/17	2/1/17	2/20/18	4/22/18	6/8/18	None
OR-001	337978	Patrick T Dukes	9/14/19	None	9/6/19	9/14/19	None	None	None	None
OR-001	561660	Jeremy N Landauer (IGA)	10/6/19	None	1/20/18	7/23/19	8/21/19	10/6/19	None	None
OR-001	503351	William G Ray	1/18/20	None	4/19/19	4/28/17	4/29/17	4/29/17	None	None
OR-001	141777	Virginia A Thompson	11/4/19	None	6/25/18	11/18/17	None	4/28/17	6/18/04	None
OR-001	196965	David L Younce	1/8/18	10/25/13	1/8/18	3/4/15	None	None	None	None
OR-007	474527	Herman R Dennington	4/12/17	None	None	None	4/12/17	None	None	None
OR-007	182979	Walter R Jones Jr	8/18/18	None	2/28/18	8/18/18	3/1/18	None	None	None
OR-007	542309	Fred E Muller	6/17/18	3/13/14	6/17/18	None	None	None	None	None
OR-016	227057	John R Longley Jr	9/1/10	None	None	None	None	9/1/10	None	None
OR-034	492529	Siri N Wickramaratne	8/20/19	None	8/17/19	None	8/20/19	None	None	None
OR-034	524478	Mark R tenKate	3/10/18	None	8/30/17	3/10/18	None	None	None	None
OR-037	655956	David R Buell	5/30/20	None	5/30/20	None	None	None	None	None
OR-037	478201	Janelle Daniel	11/2/18	None	11/2/18	None	None	None	None	None
OR-050	142798	Rogers R Walker	4/20/19	None	4/19/19	4/20/19	None	None	None	None
OR-055	171180	Christopher R Wade	11/25/18	None	6/17/18	10/17/16	8/21/18	None	None	None
OR-065	609095	Garry W Bales	10/4/19	None	9/21/19	None	9/25/19	10/4/19	None	None
OR-065	277910	Ira Rosenberg	12/7/12	12/7/12	None	12/7/12	11/28/12	None	None	None
OR-073	407490	Scott D Maguire	1/24/18	None	1/24/18	1/23/18	None	None	None	None
OR-073	517693	Bradley J Naas	4/20/19	None	4/19/19	4/20/19	None	None	None	None
OR-073	344167	Theodore C Tanory	10/26/14	None	None	None	None	None	6/12/10	None
OR-085	330596	Daniel W Bradley	6/11/18	None	6/11/18	6/11/18	None	None	None	None
OR-085	118818	Barbara G Jones	6/7/14	None	None	None	None	4/25/10	None	None
OR-085	135598	Charles B Jones	6/7/14	None	None	None	None	4/25/10	None	None
OR-099	593969	Shirliann G Cook	10/7/19	None	9/17/19	None	9/26/19	10/7/19	None	None
OR-099	276367	Paul D Gilman	6/21/15	None	None	None	6/21/15	None	None	None
OR-099	229584	Timothy F Paquin	10/4/19	None	11/10/17	1/23/18	1/15/15	10/4/19	None	None
OR-099	455480	Hilda E Pereyo	10/21/13	10/21/13	None	10/12/13	10/21/13	None	None	None

## Oregon Wing 2021 Inspector General Program Overview

### Attachment 9: Proposed FY 2021 Non-Appropriated Budget for ORWG/IG

Income		
	Communications	\$0.00
	Dennison Brothers	\$0.00
	Activities	\$0.00
	Contributions	\$0.00
	Dues	\$0.00
	From Squadrons	\$0.00
	Interest	\$0.00
	Investments Income	\$0.00
	Other Income	\$0.00
	Travel	\$0.00
	Income - Other	\$0.00
	Fundraising	\$270.00
TOTAL INCOME		\$270.00
Expenses		
	Dennison Brothers Expense	\$0.00
	Aerospace Education	\$0.00
	Activities	\$0.00
	Bank Charges	\$0.00
	Communications	\$0.00
	Equipment	\$0.00
	Insurance	\$0.00
	Internet	\$0.00
	Maintenance	\$0.00
	Occupancy Expense	\$0.00
	Operations	\$0.00
	Recognition	\$635.00
	Postage	\$55.00
	Professional Services	\$0.00
	Repeater Rent	\$0.00
	Supplies	\$35.00
	Telephone and Communication	\$0.00
	Travel	\$350.00
	Expense - Other	\$0.00
	Fundraising	\$210.00
TOTAL EXPENSE		\$1,285.00
<b>ANNUAL NET</b>		<b>\$(1,015.00)</b>